



**Full Governing Body General Meeting**

Tuesday 11<sup>th</sup> October – 4.30pm

Venue: Conference Room 1

Governor	Present	Apologies	Feedback/ Comments received	Declarations of interest
Neil Spurrier (NS) (Chair)	√		√	
Susie Dawson (SD) (Vice Chair)	x	√	√	
Keith Chamberlain (KC)	√			
Allan Foulds (AGF)	√			√
Matthew Gray (MRG)	√			√
Scott Harvey (SH)	√			
Alan Hastings (AFH)	√			
Nikki Hayward (NH)	√			
Richard Knight (RK)	√			
Angie Langley (AL)	√			
Antonia Noble (AN)	√			
Andy Ponting (AP)	√			
Steve Reis (SRs)	√			
Stephen Rudge (SR)	x	√		
Katherine Safe (KSS)	x	√		
Krissy Scott (KS)	√		√	
<b>In attendance:</b>	Gareth Burton (GB), Jules Godfrey (JMG), Karen Hanley (KJH)			
	Samantha Watson (SW), Paul Baker (PB)			
<b>Clerk:</b>	Clare Johnson			

The formal part of the meeting was preceded by an informal gathering for new staff members to meet the governors

**1. Chairman's introductory comments**

- Introduction of two new parent governors and clerk.
- Formal declaration of thanks and recognition of the contributions made by Ian Batty who has now served his term as parent governor.
- The Dora Baltea trip to be covered under Strategy and Policy agenda item.
- Future FGB meetings to be conducted in Conference room 2 which provides a larger space.

- Context note regarding policy changes absent in the Headteacher's report. Therefore the level of revision to be covered during policy agenda items.
  - Change to agenda item 15 (Governors and Nominations Committee) to earlier in the meeting to facilitate SH's early departure from the meeting.
- 2. To declare any financial and other interests**
- MRG and AGF declared interest in Performance Management and Review Policy item.
- 3. Ratification of the appointment of Chair and Vice Chair**  
**PROPOSAL:** To approve Neil Spurrier and Susie Dawson  
 All in favour/no abstentions  
**APPROVED:** The positions of Chair & Vice Chair 2016 were formally ratified as per the minutes from the last FGB meeting.
- 4. Appointment of new parent Governors**
- Following the parent governor election of 26/09/16, the candidates receiving the highest number of votes (Samantha Watson and Paul Baker) are to be appointed 31/10/16 subject to satisfactory checks. The remaining candidates (Ken Goodwin, Stuart Hutton and Niki Cox) to be appointed 01/01/17.  
**PROPOSAL:** To approve Samantha Watson and Paul Baker as Parent Governors  
**PROPOSED:** NS  
**SECONDED:** SH  
 All in favour  
**APPROVED:** Samantha Watson and Paul Baker appointed as Parent governors.
  - The new governors outlined their respective backgrounds.
- 5. To confirm the minutes of the previous meeting**
- The minutes from G6 2016 to be circulated via email as the version currently available appears to be a draft. GB to make necessary revisions.
- 6. Matters arising**
- An unfortunate reprise of the negative and erroneous media coverage about bullying back in June was reported by AFG. After an "off the record" discussion with the Gloucestershire Echo and receiving advice from the ASCL media department, a statement from the Headteacher was featured alongside the article. The article had minimal impact since it appeared in the online format only. There was a suspicion that it had been cynically timed to coincide with the School's Open Evening. In response to such accusations, the school has to be upfront with parents and students.
- 7. Governors and Nominations Committee (GN1: 05/10/16)**
- Agenda item moved forward
  - Committee membership to be discussed in light of the new Parent Governor appointments.
  - A governor reported on the results of the skills survey which shows a good mix of skills and experience however this needs to be updated with the information gleaned from the recent changes to governor membership.
  - Feedback from the survey indicated strong support for increased training; so it has been decided to use an external training company for a day in January to assist with the induction of the new governors commencing their terms in January. In addition, a training day has been scheduled at the school November 1<sup>st</sup>
  - All governors were reminded to submit their annual Declaration of Interest and Code of Conduct forms
  - A governor relayed a proposal (from the Committee meeting) to change the way in which papers are issued; paper copies to be made available at meetings rather than posted and

electronic files emailed and uploaded to Basecamp as an alternative. CHJ to be advised if this doesn't suit

- GB outlined the "Back to School Day" scheduled November 1<sup>st</sup> which gives governors an opportunity to experience a day at school. The agenda will cover half a day 8.15am to 1.00pm since feedback from last year's event indicated that a whole day not necessary
- Confirmation from governor attendees for the "Back to School Day" discussed and governors were reminded to email GB by Friday if they wished to participate
- A governor raised the issue of accountability and the ability to challenge data presented by the school. AGF suggested that the increased training would facilitate a better understanding and thereby assist governors to effectively scrutinise areas (for instance Curriculum) where knowledge can sometimes be esoteric
- A governor proposed repeating an information session on Progress 8 which could be worthwhile given the number of new governors joining the committee

#### **8. OfSTED inspection (27/09/16)**

- NS praised the way in which the school managed the OfSTED inspection and commented that the preparation within the first four weeks of term had proved time well spent
- AGF welcomed comment on the two papers associated with this agenda item – the Summary Evaluation Document and OfSTED Feedback
- AGF presented an overview of the background leading up to the latest inspection. In 2012 the school was designated a grade 2 (one of a four point scale). The framework for grading changed in September 2014-15 which affected schools with an existing grading; whereas we had last had a two day inspection with a team of inspectors the Section 8 inspection carried out in September was to be initially a one day inspection, with two inspectors (one of which to be an Her Majesty's Inspector (HMI)). A decision to convert the inspection to a Section 5 (a further day and more inspectors) was avoided when the inspectors reached a conclusion that the school should remain a "good" school (grade 2). This vital decision was reached on account of there being sufficient evidence supplied during the course of the day to justify the classification
- A detailed account of the inspection day was given by AGF. At 8.00am the inspectors checked the Single Central Record with the Business Centre. They were then directed to a planned schedule which saw them talk to many teachers but mostly students. There were several meetings with pairs of the Senior Leadership Team (SLT). Inspectors were paired with members from the SLT and were able to observe teaching and learning
- AGF advised that technically the grade remains provisional until a draft report is issued within 15 days of the inspection by the lead HMI (Mr James Sage); the school then have 24 hours to check and verify the report. The grading will be retained for a three year period
- AGF commended the leadership of the school in his absence last year resulting in such a robust presentation when the inspection was carried out
- Further comment was made in regards to the OfSTED grading despite there being a depressed result in English Language and Design Technology. A successful challenge to the results in these two subjects has seen entire grade increase by 33% and 40% of the entry respectively post OfSTED inspection
- A governor queried how student placements were affected by these grading issues and if other schools reported a similar experience. AGF responded that a flexible approach was taken in regards to the school's uptake in 6<sup>th</sup> form; the problem was not unprecedented and he was aware of other schools nationally but not sure of other local schools being affected
- There was further discussion between governors and AGF regarding the coursework review and risk of challenging a moderator's view
- The OfSTED Feedback paper was explained in further detail by GB and AGF post Section 8 Inspection. AGF commented that many of the items under the "improve" subheading were areas in which the school would always seek to improve  
GB reflected that there had been approximately 100 responses from parents on Parent View before the inspection and in excess of 300 (overnight) afterwards

Definitions were supplied:-

WSV – Within School Variance

WCV – Within Class Variance

FAR – Feedback Action Response

- SED Document was alluded to and AGF paid tribute to members of SLT whose work from last year made the document possible.

A governor commented on the positive result and how well the document read.

The gap between disadvantaged students at the school and disadvantaged students nationally was highlighted by a governor who also referred to the issue of understanding data as raised earlier in the meeting. The achievement in narrowing of the gap for disadvantaged students was noted by another governor

- MRG commented on behalf of the staff that the OfSTED rating feels deserved and that there is a positive atmosphere and some sense of relief as a result.

*Richard Knight and Keith Chamberlain left the meeting at 5.20pm*

## **9. Open Evenings and Open Mornings**

- GB led a discussion aimed at evaluating the achievements and assessing where the school's aspirations should be focussed. The question posed to governors was:-  
If you were running Open Evening what do you wish prospective parents/carers to feel?  
Various responses were compared to those emanating from members of SLT and students which form the basis of organising these events.
- GB stressed the importance of the role that tour guides had in inspiring positive feedback from prospective parents/carers. Over the last three years evaluation forms proved the tour experience 95%, 96% and 98% "good" or "excellent"
- Figures for number of parents selecting the school as first choice  
2014 – 317 first out of 712  
2015 – 266 first out of 687  
2016 – almost filled to capacity on first choice alone
- GB spoke about the school vision which was incorporated in the talk at Open Evenings and the quality of departmental information prepped for the tour guides. A new initiative this year will be the Open Mornings of which there are four scheduled. These will afford the "one on one" experience sometimes lacking in an Open Evening and represent an efficient use of time by concentrating on 4 mornings with small groups of visitors as opposed to 60 individual tours in a year.
- A governor stated in support of Open sessions that our chief goal, from a business perspective, is to remain oversubscribed and filled largely with students who nominated the school as first choice.

## **10. To receive "The Headteacher's Report"**

- AGF commented on his time away from the role as Headteacher and some of the structural changes which his absence necessitated. Over the course of the next 12 months AGF will continue to serve as Immediate Past President to the ASCL which is role he combines with Headteacher at the school.
- SLIDO questions  
NS explained the process to new governors of advancing questions ahead of meetings in case preparation required for response.

**1. Governor query regarding student numbers reported in the 6<sup>th</sup> Form:** GB confirmed that whilst the figures are below the school's target, the 6<sup>th</sup> form currently has the greatest number of students on roll for the past 3 years. In year 13 the enrolment target was nearly achieved. Contributing factors were that the successful results in year 12 earned many students the right to continue into year 13. Also, the school took a flexible approach on an individual basis depending on the A level combination; broadly half the qualifications were linear thereby

discounting the AS exams.

The proportion of the 6<sup>th</sup> Form originating from the school has been consistent with past experience (74%). A percentage of students have gone to other schools as the result of the downgrading of grades (subsequently re-marked).

**ACTION:** Mike Stratford (Head of 6<sup>th</sup> Form) to report further on investigations as to why the efforts to increase numbers in year 12 did not achieve the target levels.

**2. Experience, learning outcome derived from CETA requested by a governor:** KJH supplied the background detail to the Cotswold Edge Teaching Alliance and how the experiences have enriched teacher development in terms of leadership.

**3. Impact of Increase in proportion of Yr 7 SEND students?:** GB gave an overview of changes to terminology originating from the SEND Code of Practice. He demonstrated with the use of a graph to show, whilst numbers have increased, the school is almost average nationally regarding support of SEND students however the school is below the National average for students with an EHC. There is no additional funding to cope with the increase and feedback from primary schools suggests that a higher number of students are qualifying for an EHCP.

#### **11. Curriculum Committee (C1: 13/09/16)**

- A governor reported that the topics of results and standards meetings (where targets were not met) had led to an extensive discussion. At the time, ALPs figures had not yet been received so GCSE results were scrutinised in greater detail. The standards meetings between members of the Senior Leadership Team and Heads of Departments are now complete.
- The Trips and Visits Policy to be brought forward to the next committee meeting in light of recent experience.
- The Head of 6<sup>th</sup> form has been invited to speak at the next meeting to clarify issues regarding the 6<sup>th</sup> Form entry which were discussed.  
Receive and approve 16-19 Bursary Policy
- Context change to policy: it was felt that students in the 6<sup>th</sup> form could use additional support and changes on the first page relate to the statutory eligibility criteria. Other minor change relates to school dates and procedures on how to apply.
- **PROPOSAL: to approve the 16-19 Bursary Policy**  
**PROPOSED: AP**  
**SECONDED: SR**  
All in favour  
**APPROVED:** 16-19 Bursary Policy Autumn 2016 was approved

#### Receive and approve Most Able and Talented Provision Policy (formerly Upper Ability and Talented Student Policy)

- Context change to policy: renaming of the policy felt to encompass the most able and talented in terms of the school; it being a more reflective vision for the talented. Other minor amendments considered and agreed.
- **PROPOSAL:** To approve the Most Able and Talented Provision Policy  
**PROPOSED: AP**  
**SECONDED: SR**  
All in favour
- **APPROVED:** Most Able and Talented Provision Policy Autumn 2016 approved

#### **12. Strategy and Policy Committee (SP01: 22/09/16)**

- NS requested any feedback on the Strategic plan to be emailed following the meeting. The plan was explained to be “owned” by the Governing body whereas the Operational plan to be

devised by the school whilst coalescing on five key areas. Finalised plans to be presented at the next meeting.

- AGF gave an update on the Dora Baltea incident. All staff aware of any student issues and parents of students involved have been written to. Students have been asked to contact their tutors regarding any ongoing issues. Progress of recovery regarding individual students advised. EHCP for student return to school being actioned. Supportive and sensitive reaction from Alex Chalk MP  
Insurance: AFH confirmed payment to parents ahead of the insurance pay out to have been made. AFH explained the steps taken to guard against future claims including an investigation conducted by the school's solicitors.
- Trips and Visits policy to be reviewed November 9<sup>th</sup>
- The school will not support any future visits planned to Dora Baltea due to psychological associations and PR issues
- NS commended the SLT team on how well the crisis was handled and the made mention of the huge support received from members of the public
- NS mentioned meeting with Balcarras in light of the school's re-drafted admissions entry criteria for 2018 which will be presented at G2 (following the Admissions meeting in November).

Receive and approve Data Protection policy

- Minor changes were made to the policy (see item 20 on the last page). A governor raised a further amendment to the referencing of child protection officers being kept in line with school language.
- **PROPOSAL:** To approve the Data Protection policy  
**PROPOSED:** KS  
**SECONDED:** NH  
All in favour  
**APPROVED:** Data Protection Policy Autumn 2016 was approved.

Receive and approve Performance Management and Review Policy

- GB explained the reasoning behind Objective 2 on page 4 of the policy which has incorporated a measurement involving self-reflective practice which involves visiting other lessons for 1 hour per cycle and reflects a direction taken by OfSTED.
- Minor contextual changes were made to the policy
- **PROPOSAL:** To approve Performance Management and review Policy  
**PROPOSED:** NS  
**SECONDED:** KS  
All in favour  
**APPROVED:** Performance Management and review Policy Autumn 2016 was approved.

**13. Performance Management and pay Committee (PM1: 27/09/16)**

- This meeting did not take place and has therefore been rescheduled to November 8<sup>th</sup>.

**14. Finance and General Purposes Committee (F1: 03/10/16)**

- An expected surplus was determined by AFH as indicated in the Finance Report which examined the funding allocations and examined spending in the first month of the term.
- AFH raised key areas in the budget and potential impact if site developments are to take place.
- There were no questions and all revisions to the budget were agreed
- Governors were encouraged to visit the Learning Centre to witness the improvements made to the setting and increase in student use.
- Receive and approve Best Value Statement
- Minor amendments made where students had previously been referred to as pupils
- **PROPOSAL:** To approve Best Value Statement Autumn 2016  
**PROPOSED:** SR  
**SECONDED:** AGF

- All in favour
- **APPROVED:** Best Value Statement Autumn 2016
- Receive and approve Charging and Remissions Policy
- Detailed instructions on applying for free school meals removed since this information is available elsewhere and subject change (see section 3).
- **PROPOSAL:** To approve Charging and Remissions Policy  
**PROPOSED:** SR  
**SECONDED:** AGF  
All in favour
- **APPROVED:** Charging and Remissions Policy Autumn 2016

**15. Governors' Discipline Committee (Confidential update)**

- GB informed the Governing Body that the committee has met twice and upheld the Headteacher's decision to permanently exclude two students. A third meeting rescinding one of the exclusions via the Virtual School has also taken place. A governor query regarding funding was responded to.

**16. To consider training/awareness issues**

- Sally Lees (Assistant Headteacher) to be invited to the next FGB meeting to talk about SEND provision.
- SD to report on the use of Basecamp and how to use
- Further feedback regarding the Progress 8 to be presented in the March meeting

**17. Any other business (by notification to the Chair ahead of the meeting)**

- none

End of meeting

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